

Collateral Duties

What is a collateral duty?

- Work assigned on a temporary basis by appointment;
- Technical guidance and review is by an individual other than the supervisor;
- Program related, e.g., Federal Women's Program;
- A minor duty (performed 20% or less of the time);
- Work that is periodically rotated among employees within the unit; and
- Work that is not grade controlling

When is work **not** considered a collateral duty?

- When the work is assigned to one individual with the expectation that he/she will continue to perform the work for an extended period of time (6 months or more);
- When technical guidance for performing the work is received from the supervisor;
- When the work is not program related, e.g., IT duties;
- When the work is performed for 20% or more of the time;
- When the work is performed less than one day per pay period, e.g., committee members;
- When the work is not periodically rotated among employees within the unit; and
- When there is a possibility that the work may be grade controlling.

If the work does not meet the definition of a collateral duty, contact the servicing Human Resources Specialist about the possibility of creating an amendment for the PD.

Care should be taken when considering assigning more than one approved collateral duty. The total time spent on collateral duties will not exceed 20%, no matter the number assigned. Experience has shown that when this occurs, the employee is not performing their work as required or they are on a performance improvement plan. These issues should be addressed separately and not through the assignment of collateral duties. The servicing specialist will contact the supervisor to discuss the issue.

Proposals for changes to current collateral duty statements or requests for new collateral duty statements may be sent to the REE Classification Officer for consideration and approval.

See P&P 418-03, ARS Performance Appraisal System, page 13, for a discussion regarding the required criteria to establish performance elements. The P&P can be found at <http://www.afm.ars.usda.gov/ppweb/PDF/418-03.pdf> Also, contact the ARS Human

Resources Division performance staff for advice prior to establishing a performance element for a collateral duty.

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